


Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire	AERONAUTICAL NOTICE	
Safety Regulation Division	Rannán na Rialachán Sábháilteachta	No. O.83 ISSUE 2 DATE 06.09.19	

INTRODUCTORY FLIGHTS

This notice sets out the additional conditions in accordance with EASA AIR OPS ARO.OPS.300 for the conduct of EASA Air Operations compliant Introductory Flights by ATOs, DTOs, or qualifying organisations in Ireland

1. GENERAL

Flight operations in EASA aircraft in Ireland are regulated by the requirements of Commission Regulation (EU) No 965/2012, as amended, generally known as the EASA AIR OPS REGULATION.

According to Article 5(1) of the EASA AIR OPS regulation, operators may only operate an aircraft for the purpose of Commercial Air Transport (CAT) (i.e. the carriage of passengers for remuneration or other valuable consideration) in accordance with the regulations specified in Annex III (Organisation Requirements for Air Operations) and Annex IV (Commercial Air Transport Operations) of the same regulation.

However, Article 6 paragraph 4(a) point (c) of EASA AIR OPS regulation provides a derogation from these requirements when passengers are carried for the purpose of so called “Introductory Flights”. These are flights which meet certain criteria, designed to allow people to be taken on a short ‘air experience flight’ in other-than complex motor-powered aeroplanes and helicopters. These flights are required to be conducted in accordance with operational rules set out in Annex VII (Part-NCO) of the EASA AIR OPS.

In addition to the Part-NCO requirements, in accordance with EASA AIR OPS ARO.OPS.300, the following additional conditions also apply to these flights in Ireland.

2. DEFINITIONS

- **Commercial Air Transport:** means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- **EASA aircraft:** means an aircraft which is required to hold an EASA certificate of airworthiness, an EASA restricted certificate of airworthiness or an EASA permit to fly by the Basic Regulation and any implementing rules adopted by the Commission in accordance with that Regulation;
- **Introductory Flight:** means any flight against remuneration or other valuable consideration consisting of an air tour of short duration, offered by an approved training organisation or an organisation created with the aim of promoting aerial sport or leisure aviation, for the purpose of attracting new trainees or new members;
Note: The Introductory Flights referred to in this Aeronautical Notice should not be confused with the ‘Air Experience’ instructional flights in the flight training syllabus for a Private Pilot Licence which are sometimes also referred to as ‘Introductory Flights’.
- **Marginal Activity:** the term ‘marginal activity’ should be understood as representing a very minor part of the overall activity of an organisation, typically no more than 10% of flights undertaken or flight hours flown, whichever is greater, in each calendar year, mainly for the purpose of promoting itself or attracting new students or members. An organisation intending to offer such flights as regular business activity is not considered to meet the condition of marginal activity. Also, flights organised with the sole intent to generate income for the organisation are not considered to be a marginal activity.

3. CONDITIONS FOR THE CONDUCT OF INTRODUCTORY FLIGHTS IN IRELAND

3.1. ORGANISATION REQUIREMENTS

Introductory Flights may only be conducted by, either,

- a) an Approved Training Organisation (ATO) or a Declared Training Organisation (DTO) which meets the applicable requirements of (EU) regulation 1178/2011; or,
- b) an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease and that the flight does not generate profits distributed outside of this organisation and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation i.e. no more than 10% of the yearly hours of the flight activity of the organisation.

3.2. PROCEDURES FOR THE CONDUCT OF INTRODUCTORY FLIGHTS

The organisation shall develop and maintain written procedures detailing how the Introductory Flights are conducted. These procedures shall include at least:

- The name of the organisation operating the Introductory Flights.
- The name of the person responsible for the safe conduct of Introductory Flight operations. This person shall;
 - a) In the case of an ATO/DTO, be the Head of Training (HT) or Chief Flight Instructor (CFI), or a suitably qualified Flight Instructor (FI) nominated by the HT, or;
 - b) In the case of organisations mentioned in point 3.1. (b), be a suitably qualified Flight Instructor (FI).
- The organisation's qualification and experience criteria for pilots permitted to conduct Introductory Flights (please see: paragraph 3.8 for minimum pilot qualification criteria).
- A list of pilots authorised to conduct Introductory Flights.
- The risk-assessed routes permitted to be flown on Introductory Flights.
- Minimum criteria for passengers to be taken on Introductory Flights e.g. minimum age etc.
- A checklist for the daily pre-flight briefing.

3.3. FLIGHT ROUTES

- All Introductory Flights shall be planned to start and end at the same aerodrome.
- Planned flight duration should be a maximum of one-hour flight time.
- Planned routes shall be risk-assessed in advance to ensure safe operations.
- Risk-assessed routes shall not be altered or re-planned to fly to an area that is not risk assessed and approved by the person responsible for the safe conduct of Introductory Flight operations e.g. over a passenger's house or land.
- Planned routes should not overfly areas in which a safe forced landing could not be made e.g. extended flight over water or mountainous terrain.

3.4. OPERATING LIMITS

Note: The normal operational rules for aircraft conducting Introductory Flights are prescribed in EASA Air Ops Regulation Annex VII (PART-NCO). The following requirements are additional for Introductory Flights:

- Flights may only be operated under Visual Flight Rules (VFR) by day only.
- The following weather minima shall apply;
 - Minimum cloud ceiling of 1000 ft above the highest point on the planned route.
 - Minimum visibility more than 8 km.
- No formation or aerobatic flights are permitted.
- The operational limits as prescribed in the Aircraft Flight Manual, Pilot's Operating Handbook or equivalent document, or the organisation's limits when more restrictive, must be adhered to.
- The pilot may not hand over control of the aircraft to the passenger(s) as these flights are not instructional flights.
- Pilots may not conduct more than 5 Introductory Flights in a single day and in any case no more than 6 hours flight time in any flight operations in a single day.
- Passengers may only be boarded when all engine(s) are shut down and in the case of helicopters, the rotor blades are stationary.

3.5. OPERATING SITES

Introductory flights may only be conducted from:

- a) In the case of aeroplanes, an airfield licenced or otherwise prescribed as suitable by the IAA; or
- b) In the case of helicopters, an airfield or helipad licenced or otherwise prescribed as suitable by the IAA.

Note: If necessary, ground handling staff should be available to safely marshal passengers to and from the aircraft.

3.6. PASSENGER BRIEFINGS

In addition to the passenger briefing required by NCO.OP.130, passengers shall be briefed on, at least:

- that such flights are not required to conform to the same safety regulations as those conducting Commercial Air Transport (CAT) / Public Transport (PT) operations; and
- that the operator or pilot may amend or cancel the flight for any reason, including at short notice and is under no obligation to complete it.

A passenger manifest shall be retained for each flight.

3.7. AIRCRAFT REQUIREMENTS

- Only other-than complex motor-powered EASA aircraft with a maximum seating capacity of no more than four, including the pilot, which hold a valid Airworthiness Review Certificate (ARC) may be used;
- The continuing airworthiness requirements of the aircraft must be managed, as appropriate, in accordance with Regulation (EU) 1321/2014; and
- All aircraft used must have valid insurance which meets the requirements of Regulation (EC) No 785/2004 (as amended) including cover for the carriage of passengers on introductory flights.

3.8. PILOT REQUIREMENTS

The Pilot-in-Command of an Introductory Flight shall comply with the following:

- hold at least a Commercial Pilot Licence (CPL) or Private Pilot Licence (PPL) valid for the category and type or class of aircraft;
- have logged at least 200 hours of flight time as a pilot in the category and class or type of aircraft to be flown, including in the case of a PPL holder, at least 100 hours after licence issue;
- meet all aircraft and organisational currency requirements e.g. 90-day rule;
- have received satisfactory training and assessment from the person responsible for the safe conduct of Introductory Flight operations as appropriate, including:
 - familiarity with the aircraft to be used and the associated emergency procedures;
 - aircraft weight and balance and performance calculations;
 - weather and other threat assessments;
 - the organisation's documented procedures for the conduct of Introductory Flights; and
- any other criteria which should reasonably be considered as part of the overall risk assessment for each flight to ensure a safe and enjoyable experience for the passengers.

Note: The holder of a private licence may not receive any remuneration or other valuable consideration for conducting an Introductory Flight.

3.9. PRE-FLIGHT BRIEFING

A pre-flight briefing, which may be in the form of a checklist, shall be carried out before each flight or series of flights in a 24hr elapsed time. This shall include an assessment of:

- The pilot's currency/recency;
- Familiarity with the aircraft to be used and the associated emergency procedures;
- Aircraft weight and balance and performance calculations;

- The airfield conditions, route, airspace, NOTAMs, and any operational restrictions;
- Weather forecasts, actual and trends; and,
- Any other criteria which should reasonably be considered as part of the overall risk assessment should be completed for each flight to ensure a safe and enjoyable experience for the participant(s).

3.10. **ORGANISATIONAL RECORDS**

Organisations conducting Introductory Flights shall keep the following records, as a minimum, for a period not less than 1 year:

- Documented procedures as required in paragraph 3.2 above.
- Documented risk assessments of the routes.
- Details of pilot qualification and experience.
- Details of pilot training and assessment.
- The Aircraft journey log, or equivalent as required by NCO.GEN.135.
- Passenger manifest(s).

3.11. **NOTIFYING THE AUTHORITY**

In all cases the organisation must inform the Authority that Introductory Flights will be conducted, including the list of aircraft proposed to be used, in advance of conducting such flights.

Appendix 1 to this notice should be sent to dto@iaa.ie as a means of notifying the Authority.

4. OTHER REGULATIONS

Please note that this notice sets out the conditions supplementary to the EASA Air Ops aviation regulations for the conduct of Introductory Flights. Additionally, pilots should remember that other aviation regulations also apply, e.g. the Standardised European Rules of the Air (SERA).

The organisation providing Introductory Flights is also fully responsible for complying with any other regulations that may be applicable in law e.g. Health & Safety regulations.

This Notice replaces Aeronautical Notice O.83 at issue 1 which should be discarded.

**Chief Executive
Irish Aviation Authority**

APPENDIX 1		
DECLARATION OF INTENT TO CARRY OUT INTRODUCTORY FLIGHTS		
	Initial Declaration:	
	Notification of Changes:	
1	Organisation's Name:	
2	Principal Place of Business:	
	Address:	
	Phone Number:	
	Email:	
3	Name of person responsible for the safe conduct of Introductory Flight operations: Name: Contact Details:	
4	Type of Organisation:	Tick as appropriate
	an Approved Training Organisation (ATO)	
	or a Declared Training Organisation (DTO)	
	Other Organisation If other, please include description of organisation:	
5	Aerodrome(s) and the operating site(s) List of aerodrome(s) to be used for Introductory Flights.	
6	List of aircraft to be used for Introductory Flight(s) registration & type (you may refer out to another document)	
7	Date of intended commencement of Introductory Flight(s):	
STATEMENT		
9	<input type="checkbox"/> The organisation complies with all the requirements as detailed on IAA Aeronautical Notice O.83	
	Name: _____	
	Position in the Organisation: _____	
	Signature: Date: _____	